

SECTION 1 - YOUR DETAILS

To join Scotwest Credit Union and open a MoneyWise Account, complete the following details.

Title: Miss Master **First Name:**

Surname:

Date of Birth: **Male** **Female**

Home Address:

Postcode:

Home Telephone: **Mobile:**

Email Address:

Name of School:

School Address:

Postcode:

SECTION 2 - PARENT/GUARDIAN DETAILS

If you are aged under 13 years we need the consent of a parent or guardian to allow us to hold information about you on our systems. This person will also act as trustee for the account and help you operate the account on a day to day basis. We will need them to sign any forms relating to the account.

Title: **First Name:**

Surname:

Date of Birth: **Relationship to Account Holder:**

Home Address:

Postcode:

Home Telephone: **Mobile:**

Email Address:

SECTION 3 - DECLARATIONS

This part of the form is called the Declaration. This is where you confirm that you understand how it works and that you agree to all of the Terms & Conditions.

Your parent or guardian also has a declaration to read and sign, confirming that they give their permission for you to open your MoneyWise Account.

You will find the Terms & Conditions, Data Privacy Notice and information about the Financial Services Compensation Scheme (FSCS) attached to this application. Please make sure you read these before you sign the Declaration. You should keep this information in case you need to read it again in the future.

Declaration to be signed by the Account Holder

Please tick the following boxes to complete the application:

- I confirm that the information supplied on this form is correct
- I confirm that I have read the Terms & Conditions attached to this application
- I confirm that I have read the Data Privacy Notice attached to this application
- I confirm that I have read the FSCS Information Sheet & Exclusions List attached to this application
- I confirm that from the age of 13 I will operate my account

Signature:

Date:

Declaration to be signed by the Parent / Guardian (to be completed if applicant is under the age of 13)

Please tick the following boxes to complete the application:

- I give permission for the child named in Section 1 to open a MoneyWise Account
- I confirm that the information supplied on this form is correct
- I confirm that I have read the Terms & Conditions attached to this application
- I confirm that I have read the Data Privacy Notice attached to this application
- I understand that in order to process the account Scotwest will hold personal data of the child named in Section 1
- I confirm that I have read the FSCS Information Sheet & Exclusions List attached to this application
- I confirm that, until the account holder reaches the age of 13, I will act as trustee and authorised signatory for the account and understand that from that age the account holder will be responsible for the operation of the account

Signature:

Date:

For School Branch Use only:

The applicant's identity and address have been checked and confirmed

Name:

Position in School:

Signature:

Date:

School Stamp Here

MoneyWise Account - Terms & Conditions

- The MoneyWise Account is available to anyone up to the age of 16, who lives or attends school within the West of Scotland*.
 - * Argyll & Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow, Inverclyde, North Ayrshire, North Lanarkshire, Renfrewshire, South Ayrshire, South Lanarkshire and West Dunbartonshire
- Proof of identity and address is required to open a MoneyWise Account. If an account is opened in conjunction with a school credit union branch or local authority initiative, the school may confirm the identity of the applicant.
- A parent or guardian is required to sign the application form to authorise Scotwest to hold the personal data of the account holder.
- Up to the age of 13 a parent or guardian must act as trustee and authorised signatory for the account and be responsible for the operation of the account on a day to day basis; from age 13 upwards the account is operated by the account holder.
- For accounts opened in conjunction with a local authority initiative, an initial deposit will be made to the Credit Union by the local authority who may impose restrictions on access to this deposit amount.
- The MoneyWise Account will include online banking access which is restricted according to age:

Age	Online Access
0 - 12 years	Limited to view only
13+ years	Online banking access including withdrawals

- Deposits can be made by Direct Debit, debit card, cheque or through a school credit union branch. There is no minimum deposit required to open the account and regular savings are not required.
- The maximum savings limit on this account is £10,000.
- Withdrawals may be requested at any time and will be paid out to a nominated bank account via BACS.
- The MoneyWise Account may attract interest which will be paid without the deduction of tax.
- The MoneyWise Account may be closed at any time.
- The MoneyWise Account may be held open until the account holder reaches the age of 16, after which they will require to become a Young Member of the credit union. Please note, your MoneyWise Account may be closed at this time if you do not become a Young Member of Scotwest Credit Union.
- Scotwest Credit Union is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (FRN 213616).

Data Privacy Notice

This privacy notice is to let you know how Scotwest Credit Union Limited collects and looks after your personal information. This includes what you tell us about yourself and what we learn when you use your MoneyWise Account. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

Who We Are and How We Use Your Personal Data

Scotwest Credit Union administers your MoneyWise Savings Account including any transactions you make into or out of the account, this makes us a Data Controller of the information you provide us.

Data Protection law allows us to use your information in order to fulfil our contract with you as a MoneyWise Account holder and also to comply with our legal obligations as a financial services provider. We use your information to:

- Confirm your identity
- Maintain and manage your MoneyWise Account
- Send you account statements and information about your account
- Keep accounts and online services secure
- Help detect and prevent fraud, money laundering and other financial crimes

You can find out more about us at scotwest.co.uk/about

You can also get in touch with us at office@scotwest.co.uk or call 0141 227 2390. Our address is 13 Elmbank Street, Glasgow G2 4PB

Where We Get Your Personal Data

The personal information that we keep is provided by you when you:

- Open your MoneyWise Account
- Contact us to change your details either in person, online, in writing or by telephone
- Take part in any competition or offer run by Scotwest

How We Share Your Personal Data

In order for us to run your MoneyWise Account we share your data with our partners:

- IT System Providers who manage our online and banking systems
- Distribution Partners who send out your quarterly account statements
- Auditors who check that Scotwest operates as effectively as possible

In instances of fraud or suspected fraud, we may share your personal information with other financial organisations and where required by law or regulation, we may share your information with law enforcement agencies.

How Long Do We Keep Your Personal Data?

Your personal information is kept by us while you have a MoneyWise Account and for at least 5 years after you close the account. This is to comply with our statutory and legal obligations as a financial institution.

Individual Rights

You and the data that Scotwest holds about you are protected under the Data Protection Act 1998 as amended by the General Data Protection Regulation. You have a number of rights including:

- **the right to be informed** – Scotwest will always let you know how we collect your information, why we need it and how we use it
- **the right of access** - you can request a copy of the information we hold about you and details of how we use it
- **the right to rectification** – if any of the information that we hold about you is wrong or has changed you can ask us to make it right at any time.
- **the right to data portability** – you can request a copy of the information we hold about you in any format that will allow you to share it with other organisations.

You may have further rights under the Data Protection Act that do not apply to the information held on you by Scotwest. You can find out more about your full rights at www.ico.org.uk.

How to Make A Complaint

If you are unhappy with any aspect of how we use your data we want you to tell us and we will aim to resolve your complaint within 3 days. However, should that not be possible, we will write to you to keep you regularly updated about what is happening.

You can contact us with your concerns in the following ways:

Phone: 0141 227 2390

Email: complaints@scotwest.co.uk

Post: Scotwest Credit Union, 13 Elmbank Street, Glasgow, G2 4PB

Visit Us: 13, Elmbank Street, Glasgow, G2 4PB

You can find out more about the Scotwest complaints procedure here: www.scotwest.co.uk/about/complaints/

You also have the right to complain to the Information Commissioner's Office. Find out on their website how to report a concern at www.ico.org.uk/.

FSCS INFORMATION SHEET

Basic information about the protection of your eligible deposits	
Eligible deposits in Scotwest Credit Union Ltd are protected by:	The Financial Services Compensation Scheme (FSCS) ¹
Limit of protection:	£85,000 per depositor per bank / building society / credit union ²
If you have more eligible deposits at the same bank / building society / credit union:	All your eligible deposits at the same bank / building society / credit union are 'aggregated' and the total is subject to the limit of £85,000. ²
If you have a joint account with other person(s):	The limit of £85,000 applies to each depositor separately. ³
Reimbursement period in case of bank, building society or credit union's failure:	20 working days. ⁴
Currency of reimbursement:	Pound sterling (GBP, £) or, for branches of UK banks operating in other EEA Member States, the currency of that State.
To contact Scotwest Credit Union Ltd for enquiries relating to your account:	Scotwest Credit Union Ltd 13 Elmbank Street Glasgow G2 4PB Tel: 0141 227 2390 Email: office@scotwest.co.uk
To contact the FSCS for further information on compensation:	Financial Services Compensation Scheme 10 th Floor Beaufort House 15 St Botolph Street London EC3A 7QU Tel: 0800 678 1100 or 020 7741 4100 Email: ICT@fscs.org.uk
More information:	http://www.fscs.org.uk

ADDITIONAL INFORMATION

¹Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank, building society or credit union should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

²General limit of protection

If a covered deposit is unavailable because a bank, building society or credit union is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers at maximum £85,000 per bank, building society or credit union. This means that all eligible deposits at the same bank, building society or credit union are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- (b) a death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under <http://www.fscs.org.uk>

³Limit of protection for joint accounts

In case of joint accounts, the limit of £85,000 applies to each depositor.

However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £85,000.

⁴Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: ICT@fscs.org.uk. It will repay your eligible deposits (up to £85,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses (in the case of a depositor which is not an individual or a large company) within 5 working days of a request. Again, there are specific exceptions to this obligation.

In the case of a depositor which is a large company, where the FSCS cannot make the repayable amount available within 7 working days, it will, from 3 July 2015 until 1 December 2016, ensure that you have access to your covered deposits within fifteen working days of a request containing sufficient information to enable it to make a payment, save where specific exceptions apply.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.fscs.org.uk>.

Other important information

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank, building society or credit union will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank, building society or credit union shall also confirm this on the statement of account.

EXCLUSIONS LIST

A deposit is excluded from protection if:

- (1) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank, bank building society or credit union.
- (2) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
- (3) It is a deposit made by a depositor which is one of the following:
 - credit institution
 - financial institution
 - investment firm
 - insurance undertaking
 - reinsurance undertaking
 - collective investment undertaking
 - pension or retirement fund⁶
 - public authority, other than a small local authority.

For further information about exclusions, refer to the FSCS website at www.FSCS.org.uk